



**NEIGHBORHOOD COUNCIL
FUNDING PROGRAM**

334-B E. 2nd St.
Los Angeles, CA 90012
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Neighborhood Council Demand Warrant Guidelines

Invoice Requirements

All submitted Demand Warrant invoices must contain the following:

- Invoice number (i.e. 001)
- Vendor's Name
- Vendor's address
- Vendor's phone number
- Description of the item or service
- Amount due

No Quotes, and/or Estimates will be accepted as Invoices.

Requirements for Demand Warrants

Payment for an existing NC Vendor:

1. Completed Demand Warrant form
2. Original invoice (or fax of original invoice)

Payment for New Vendor of the NC System:

1. Completed demand warrant form
2. Original invoice (or fax of original invoice)
3. BTRC number
4. EIN number or W-9 if the vendor is a sole proprietor

Reimbursements to Board Member:

1. Completed Demand Warrant form with mailing address of board member
2. Original invoice only (No faxes and/or copies acceptable)
3. Proof of payment (must be indicated on receipt if payment was cash, credit card and/or check. If form of payment was a check, then a copy of the front and back of cancelled check is required).

Advance Payment:

1. Completed Demand Warrant form
2. Original invoice for Advance Payment (or fax of original invoice)
3. Expected date of delivery and explanation of what the payment is securing listed on the invoice.
4. A statement from the treasurer explaining why an advance payment is needed.

Food and Refreshment Expenditures:

1. Completed Demand Warrant form
2. Original Invoice (or fax of original invoice)
3. Copies of sign-in sheet and agenda of event/meeting

Neighborhood Council Outreach Event:

1. Completed Demand Warrant form
2. Original invoice (or fax of original invoice)
3. Board approval of expenditure (please provide a copy of board minutes or affidavit)
4. Copies of sign-in sheet for the event and/or flyer for event
5. Insurance agreement (please consult with funding program if needed)

Community Improvement Project:

1. Completed Demand Warrant form
2. Original invoice (or fax of original invoice)
3. Board approval of expenditure (please provide copy of board minutes or affidavit)
4. An official neighborhood council statement explaining how the project will benefit the community
5. Letter of acknowledgement of receiving agency (i.e. Department of Recs. and Parks, LAUSD, Department of Street Services) acknowledging and approving the desired project
6. Proof that required licenses and permits are in place (if needed)